

FAASafety.gov
Print Budget Help Manual for Version 5.0
Federal Aviation Administration
October 1, 2006

Gold Systems Inc.

FAASafety.gov Help Manual for Version 5.0

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Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.</p> <p>You must have Javascript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASafety Team Program Managers (FPMs), Regional FAASafety Team Program Managers (RFPMs), National FAASafety Team Managers (NFM), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFM each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASTeam Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 - Accessing the Administrative Sections

2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.



Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Welcome to FAASafety.gov, [nspm@faasafety.gov](#)

FAASafety.gov

[FAA Home](#) | [FAASTeam Home](#) | [News](#) | [About FAASTeam](#) | [Learning Center](#) | [SPANS](#)
[Search Events](#) | [Published Notices](#) | [My Home](#) | [Account Preferences](#) | [Logout](#)

Search FAASafety.gov:

My Events

You are registered for the events listed below. To search for additional events, [click here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

To modify your registration or additional attendees, click the button to the right of the event.
 To unregister from an event, click the button to the right of the event.

Results 1 to 8 of 8 total Show me 10 results per page

Date ▼	Title and Description	Location / Distance
Monday Oct 3, 2005 12:00 am AFS07760	FAA Wings Safety Seminar Topic: Light Out in Military Operating Areas A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.	Orem, UT 84058 403.7 miles from 80249
Thursday Oct 5, 2006 7:00 am WP118580	24th Annual Nevada State Aviation Maintenance Seminar Topic: Aircraft Maintenance Seminar and IA Renewal The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time. The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIAL/FAA Maintenance Seminar.	Reno, NV 89595 View Map 871.6 miles from 80249 0.25 credits

Results 1 to 8 of 8 total

Event Management
[Create a New Event](#)
[Modify or Revise an Event](#)
[Approve Events](#)
[Close Out Events](#)
[Event Template Management](#)
[Event Cost Report](#)
[Safety Counselor Reports](#)
[Event Report Builder](#)

Notice Management
[Print Budget Management](#)
[Pilot Proficiency Program - WINGS](#)
[Lendable Asset System](#)
[Consumables](#)
[User Management](#)
[Content Management](#)
[System Administration](#)
[faasafety.gov Tools](#)
[ALC Library Management](#)
[ALC Course Management](#)
[Help Reference](#)

My faasafety.gov Home
[My Events](#)
[My Proficiency](#)
[My Courses](#)
[Aviation Learning Center](#)
[FSDO Lending System](#)
[Preferences](#)
[Search All Events](#)
[Published Notices](#)
[Local Contact Information](#)
[Seminar Topic Suggestions](#)

Section 3 - Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:

<i>Event Management</i>
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
Event Template Management
Event Cost Report
Safety Counselor Reports
Event Report Builder
<i>Notice Management</i>
<i>Print Budget Management</i>
<i>Pilot Proficiency Program - WINGS</i>
<i>Lendable Asset System</i>
<i>Consumables</i>
<i>User Management</i>
<i>Content Management</i>
<i>System Administration</i>
<i>faasafety.gov Tools</i>
<i>ALC Library Management</i>
<i>ALC Course Management</i>
<i>Help Reference</i>

The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 - My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

My FAASafety.gov Home

Welcome to FAASafety.gov! Below you'll see a list of events and courses which you are registered for or that meet your preference criteria. To change your preferences, [click here](#). You may also do an [Event Search](#) to find more events on your favorite topics. If you have a need for information on a particular subject please use the [Site Suggestions](#) function to let us know how we can help you with your safety needs.

Courses Icon Legend

Begin/Resume Course Withdraw From Course Review Course View Certificate

My Courses (Click here to access "My Courses")

Course Title	Description	
The Art of Aeronautical Decision-Making	This course presents a framework for developing situational awareness, evaluating options, and making safe decisions.	

Here are a few upcoming events within 50 miles of 19810 and within 50 miles of 84123 .
[Click here to show all upcoming events.](#)

Date	Title and Topic		Location / Distance	
Oct 3, 2006 7:00 pm EA1712223	Approach and Landing- how well are you prepared? <i>Topic: Approach and Landing- are you prepared?</i>		Philadelphia, PA 19114 View Map 2141.6 miles from 84123	
Oct 3, 2006 7:00 pm AFS012302	Do The Right Thing: Decision Making for Pilots <i>Topic: Do the Right Thing: Decision Making for Pilots</i>		Salt Lake City, UT 84105 View Map 5.8 miles from 84123	
Oct 5, 2006 7:00 pm EA1712222	Ballistic Parachute Safety for Pilots and 1st Responders <i>Topic: Ballistic Parachute Safety for Pilots and First Responders</i>		Hammonton, NJ 08037 View Map 2155.6 miles from 84123	
There may be more upcoming events meeting your preferences that are not shown here. Click here to show all events meeting your preferences.				

3.2 - Print Budget Management

This will allow the National Safety Program Manager to specify the national mailing budget, and allow RFPM's and FPM's the ability to manage their budget. The budget will be automatically maintained by the system and track, costs and remaining funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will need to distribute funds to their individual districts. This will be accomplished through the use of the Print Budget Management. Depending on your permissions you will be able to access the various links below.

Print Budget Management
"My Funds"
Add Funds
Distribute Funds
Move Funds
Remove Funds
Funding Reports
Zero Budgets
Force Printing

3.2.1 - My Funds

The **My Funds** screen will allow administrator to see a "snapshot" of their current funds as of the current date.

Print Budget Management - "My Funds"

This table shows a snapshot of your current funds as of 9/29/2006 5:16:22 PM.

Current Print Funds for AFS	
Available, Unallocated Funds	\$36,587.46
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$206.69)
Actual Balance	\$36,587.46
Requested Funds	\$0.00

This table shows a snapshot of funding in districts/regions below you as of 9/29/2006 5:16:22 PM.

Budget *	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
AFS	\$36,587.46	\$0.00	\$0.00	(\$206.69)	\$36,587.46
AL only	\$113.14	\$0.00	\$0.00	(\$232.40)	\$113.14
AL & subs	\$113.14				\$113.14
EE only	\$379.12	\$0.00	\$0.00	(\$3,839.50)	\$379.12
EE & subs	\$379.12				\$379.12
EA only	\$1,298.99	\$0.00	\$0.00	(\$2,562.05)	\$1,298.99
EA & subs	\$1,298.99				\$1,298.99

3.2.2 - Add Funds

This function allows the NFM to add funds, after this the RFPM will need to distribute funds to their individual districts.

Print Budget Management - Add Funds

To add funds, enter in the amount and description of the transaction below. After adding funds, you may [distribute funds](#).

(● indicates a required field, ● indicates an error)

● Amount to Add This amount will be added to your budget.	<input type="text"/>														
● Comments Describe the reason or source of this transaction.	<input type="text"/>														
Current Funds Nationally	<table><tr><th colspan="2">Current Print Funds for AFS</th></tr><tr><td>Available, Unallocated Funds</td><td>\$36,587.46</td></tr><tr><td>Allocated Funds</td><td>\$0.00</td></tr><tr><td>Allocated Funds + Approved Funds</td><td>\$0.00</td></tr><tr><td>Spent Total</td><td>(\$206.69)</td></tr><tr><td>Actual Balance</td><td>\$36,587.46</td></tr><tr><td>Requested Funds</td><td>\$0.00</td></tr></table>	Current Print Funds for AFS		Available, Unallocated Funds	\$36,587.46	Allocated Funds	\$0.00	Allocated Funds + Approved Funds	\$0.00	Spent Total	(\$206.69)	Actual Balance	\$36,587.46	Requested Funds	\$0.00
Current Print Funds for AFS															
Available, Unallocated Funds	\$36,587.46														
Allocated Funds	\$0.00														
Allocated Funds + Approved Funds	\$0.00														
Spent Total	(\$206.69)														
Actual Balance	\$36,587.46														
Requested Funds	\$0.00														
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>															

3.2.3 - Distribute Funds

The **Distribute Funds** screen will allow administrators the ability to allocate funds for their various regions or districts. **note the numbers illustrated below are not actual and are only for demonstration purposes.* This screen will also show the administrator the percentage of airmen as well as the number in each district. This screen will also show current funds already allocated to each district.

Print Budget Management - Distribute Funds

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

(● indicates a required field, ● indicates an error)

Unallocated Funds for NM	\$100,439.09
● Amount to be Distributed	<input type="text" value="0.00"/> Recalculate
Region/District	Amount to Distribute / [Current Unallocated Funds]
● NM01 - Seattle 25.38%, 23,737 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM03 - Denver 24.74%, 23,133 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM04 - Casper 2.72%, 2,539 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM05 - Helena 5.6%, 5,241 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM07 - Salt Lake City 13.9%, 13,001 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM09 - Portland 16.26%, 15,205 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM11 - Boise 4.61%, 4,308 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● NM13 - Spokane 6.79%, 6,347 airmen	<input type="text" value="0.00"/> [Current: (\$16.20)]
Total of Above (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above	<input type="text" value="0.00"/>
Continue Cancel	

The administrator will enter an amount in the Amount to be Distributed field. The administrator can then click on the **Recalculate** button which will evenly distribute the amount to be distributed based on the number of airmen in each region. The administrator can also simply enter amounts in the fields next to the region or district and distribute those funds. The Total amount cannot exceed the Amount to be Distributed. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

Print Budget Management - Distribute Funds

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

(● indicates a required field, ● indicates an error)

Unallocated Funds for NM		\$100,439.09
● Amount to be Distributed	<input type="text" value="15000.00"/>	Recalculate
Region/District	Amount to Distribute / [Current Unallocated Funds]	
● NM01 - Seattle 25.38%, 23,737 airmen	<input type="text" value="3807.63"/>	[Current: \$0.00]
● NM03 - Denver 24.74%, 23,133 airmen	<input type="text" value="3710.74"/>	[Current: \$0.00]
● NM04 - Casper 2.72%, 2,539 airmen	<input type="text" value="407.28"/>	[Current: \$0.00]
● NM05 - Helena 5.6%, 5,241 airmen	<input type="text" value="840.70"/>	[Current: \$0.00]
● NM07 - Salt Lake City 13.9%, 13,001 airmen	<input type="text" value="2085.48"/>	[Current: \$0.00]
● NM09 - Portland 16.26%, 15,205 airmen	<input type="text" value="2439.02"/>	[Current: \$0.00]
● NM11 - Boise 4.61%, 4,308 airmen	<input type="text" value="691.04"/>	[Current: \$0.00]
● NM13 - Spokane 6.79%, 6,347 airmen	<input type="text" value="1018.11"/>	[Current: (\$16.20)]
Total of Above (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above		<input type="text" value="15000.00"/>
		Continue Cancel

3.2.4 - Move Funds

The **Move Funds** screen will allow the administrator the ability to transfer funds from one district (region). Only funds that are Unallocated can be transferred. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

Print Budget Management - Move Funds

Select the source and destination to move funds, then enter the amount and reason below.
(● indicates a required field, ● indicates an error)

Budget	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
NM	\$100,439.09	\$0.00	\$0.00	(\$394.62)	\$100,439.09
NM01	\$0.00	\$0.00	\$0.00	(\$67.20)	\$0.00
NM03	\$0.00	\$0.00	\$0.00	(\$486.00)	\$0.00
NM04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM05	\$0.00	\$0.00	\$0.00	(\$23.75)	\$0.00
NM07	\$0.00	\$0.00	\$0.00	(\$840.90)	\$0.00
NM09	\$0.00	\$0.00	\$0.00	(\$54.35)	\$0.00
NM11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM13	(\$16.20)	\$16.20	\$0.00	(\$409.20)	\$0.00
Totals	\$100,422.89	\$16.20	\$0.00	(\$2,276.02)	\$100,439.09

● **Transfer Funds From**

● **Transfer Funds To**

● **Amount to Transfer**

● **Comments**
Describe the reason for this transaction.

Administrators will have two reports available, **General Ledger** and **Funding Status**.

3.2.5 - Transaction History Report

The Transaction History Report will provide the administrator with transactions based on the dates selected by the administrator. The Report will default to the last seven days from the current date. The administrator will also be able to select specific regions or districts as well as the ability to download the report as a CSV file.

Print Budget Management - Reports

The **Transaction History** shows all **actual** transactions for a particular budget. This transaction history report does **NOT** show allocated or allocated and approved funds. It only shows monies that have been actually debited or credited from a budget. To see a list of events or notices which may have funds allocated, approved, or spent, use the **Funding Status Report**.

To generate a transaction history report, select your parameters below.

From Jun 1 2005 to Dec 28 2005

Show NM (Northwest Mountain Region) ☐ and all below

Transaction Types [show all transaction types]

Trans. Date	User	Budget	Debit	Credit
10/26/2005 10:39 am	Jim faabeta@earthlink.net	NM Funds Distribution		\$2,067.51
		Move funds from AFS to NM. Comments: Distribution from AFS to NM		
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM Funds Distribution	(\$525.88)	
		Move funds from NM to NM01. Comments: Distribution from NM to NM01		
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM Funds Distribution	(\$142.35)	
		Move funds from NM to NM13. Comments: Distribution from NM to NM13		
Total Balance		\$0.00	(\$2,067.51)	\$2,067.51

3.2.6 - Funding Status Report

The Funding Status Report provides the administrators the ability to view the print cost report. This will show all costs associated to printing based on region or district, by individual event or notice. The administrator must select a funding type (all, allocated, Allocated and Approved, Approved, Approved and Spent, or Spent Only). The administrator must then select a region or district. Then click on Generate and the system will generate the report based on the parameters specified.

Print Budget Management - Reports

To generate a print cost funding status report, select your parameters below:

Funding Status Type	[all]		GENERATE
Show	[select from the list below]	and all below	

- Allocated Only
- Allocated and Approved
- Approved Only
- Approved and Spent
- Spent Only